

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

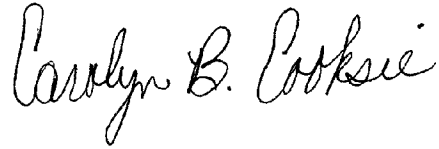
**Notice FLP-90**

1905-A

**For:** State and County Offices

**Preparing for the Management of Agricultural Credit (MAC) System**

**Approved by:** Deputy Administrator, Farm Loan Programs



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**1 Overview**

**A**

**Background**

The MAC system on the System 36 will replace the Management Record System (MRS) and AGCREDIT system. Implementing MAC in County Offices will take place in November or December 1999. MAC will:

- provide all the tracking capabilities of MRS and AGCREDIT
- improve upon the functionality of the replaced systems.

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**B**

**Purpose**

To accomplish a smooth transition of systems and data, it is necessary to prepare for MAC. This notice:

- provides guidance on what County Offices must do to prepare for implementing MAC
- gives a priority order to the required tasks.

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**C**

**Contact**

Questions on this notice may be directed to Kathleen Miller, LMD at 202-720-1643 or Shelley Davis, LSPMD at 202-720-0078 through the appropriate State Office.

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<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2000	State Offices; State Offices relay to County Offices

## Notice FLP-90

### 2 Pre-Implementation

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#### A

##### Priority #1 - MRS and AGCREDIT

All applicants and borrowers on the present MRS and AGCREDIT systems must have the county code or codes of the County Offices that the headquarters office services.

The only exception will be because of conflict of interest cases where a borrower's files are from a county serviced by another headquarters office. In addition, the headquarters office where the conflict of interest case came from must delete that borrower from their system. The borrower must be on only **one** 3B2 system. Delete any duplicate applicants or borrowers in MRS and AGCREDIT that are on more than one 3B2 system.

In MRS, all application data and workload scheduling (WLS) data should be current and up-to-date. Any WLS items not converted to MAC must be completed or canceled.

**Note:** WLS items **not** completed or canceled will be converted to MAC.

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#### B

##### Priority #2 - Name and Address File

The following applicants and borrowers must be entered into the System 36 Name and Address File for all County Offices the headquarters (servicing) county is responsible for:

- direct borrowers with outstanding loans
  - guaranteed borrowers with outstanding loans
  - co-borrowers and co-signers on outstanding loans
  - judgment borrowers
  - chargeoffs not yet canceled
  - inventory property that has not yet sold (enter former owner's name)
  - lessees with outstanding or unpaid leases
  - net recovery buyouts with recapture agreements that are not expired or paid
  - applicants from the last two FY's (FY 98 and FY 99) to the present who are not already included in the previous bulleted items
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## Notice FLP-90

### 2 Pre-Implementation (Continued)

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#### B

##### Priority #2 - Name and Address File (Continued)

- direct and guaranteed borrowers who have paid off all their loans in the last two FY's (FY 98 and FY 99) (optional)

**Note:** A suggestion would be to enter those borrowers that obtain an annual operating loan every year.

- other paid-off borrowers who have received debt forgiveness (optional).

**Note:** For entities, the entity and the liable individuals must be entered. Entity borrowers must have an IRS tax identification number because liable individuals will be entered with their Social Security numbers.

When entering a new applicant in the Name and Address File, mark the "Receive Mail" field with "N" if the applicant is not actually located in the headquarters county so the applicant will not receive duplicate mail. All FLP customers; such as applicants, co-applicants (joint operation), borrowers, and co-borrowers; must be flagged FLP. The "Farm Loan Customer" field must be marked with "Y".

For those County Offices that have already entered FLP customers into the Name and Address File, but entered fictitious birth dates because it was previously a required field, either remove the date or enter the correct birth date.

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#### C

##### Priority #3 - Input System

Before MAC can be implemented, information from the Program Loan Accounting System (PLAS) and the Guaranteed Loan Accounting System will be downloaded into MAC. The Guaranteed Loan System will interface with MAC after MAC is implemented and stable.

However, PLAS does not contain all of the necessary information to fully populate MAC. The Input System, scheduled to be available to Field Offices on or about November 9, 1999, allows County Offices to enter needed information to fully populate MAC. The information is needed on only direct borrowers and their outstanding loans. Guaranteed borrower and loan data will be entered at a later date. Certain data is required, while other data is optional.

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## 2 Pre-Implementation (Continued)

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### C

#### Priority #3 - Input System (Continued)

The **required** information is as follows:

- information concerning any flags on the account

**Note:** If any flags are on the account, then the date associated with the flag is required. In addition, if the flag is SAA, then it is required to determine whether SAA is a debt settlement adjustment or a bankruptcy reorganization plan. If the account is flagged BAP, the chapter of bankruptcy is required.

- original loan information on outstanding loans, such as date, amount, and interest rate

**Note:** If the loan is a judgment, the type of judgment, foreclosure, court costs, etc. is required.

- information on EE, EM, and SW loan types
- information on co-borrowers and co-signers
- information linking co-borrowers and co-signers to specific loans.

The **optional** data is as follows:

- date borrower began farming
- security agreement date
- assessment date
- RD joint security instrument indicator.

**Note:** If the optional information is not entered through the Input System, enter the information in MAC through the “Update Borrower Information” option.

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### 3 Training

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#### A Training Software

MAC training software:

- will be available to State Offices on or about November 2, 1999
- **must be installed only on the State Office A36 computer set up for the training, not on the production A36 computer.**

**Note:** The System 36 training computer must have the most current A36 release installed before installing the MAC training software.

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### 4 Data Conversion

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#### A 3B2 Data

MRS and AGCREDIT data will be converted for every mail code. If the 3B2 computer is storing more than 1 mail code's data because the other office does not have a 3B2 computer, **and** the other County Office with a mail code wants to receive data downloads, then split the data out for that County Office with a mail code before sending the diskettes or 3B2 tapes containing the backup files to KCMO. Ensure that when the data is split, there is no duplicate data.

However, if the 3B2 computer is storing more than 1 mail code's data, and that counties' data needs to be downloaded to the headquarters county mail code, then do not split the data before sending it to KCMO.

The 3B2 data conversion process is similar to the conversion of Farm and Home Plan data. However, once the data is converted, KCMO will electronically download the converted data back to the System 36.

Exhibit 1 shows the dates for each State's data conversion of MRS and AGCREDIT data to the A36 computer. Only offices with a mail code are to have diskettes and 3B2 tapes sent to KCMO. KCMO shall provide each County Office with detailed instructions on preparing the diskettes on the PC connected to the 3B2 computer. If there is not a Service Center PC, send in only a 3B2 tape.

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#### 4 Data Conversion (Continued)

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##### A

##### 3B2 Data (Continued)

Each diskette and tape must be **labeled exactly** as follows.

MACDATA.ZIP  
DISKETTE #\_\_\_ DATE: \_\_\_\_\_  
State: \_\_\_\_\_ Co: \_\_\_\_\_  
Address: \_\_\_\_\_  
ATTN: \_\_\_\_\_  
NonFIPS Ofc Mail Code: \_\_\_\_\_  
FIPS Code: \_\_\_\_\_

**Note: The “ATTN:” line is the person preparing or sending data.**

FedEx the diskettes and the tape containing the backup file overnight to:

USDA/FSA/KCMO  
ATTN: Susan Karr  
8930 Ward Parkway  
Kansas City, MO 64114.

Include a copy of the report that was generated when the data was extracted on the 3B2 computer in the diskette mailer.

Diskettes and tapes must be sent in when scheduled. If there is no data to convert, notify Kathleen Miller by FAX at 202-720-6797 that there will not be diskettes or tapes to convert.

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##### B

##### Data Download

State Offices must decide where they want their data to be located, which will be the location that the initial and daily downloads of data from the mainframe computer will come. An ACFLASH, dated October 5, 1999, requested verification of the mail code, FIPS code, and VPS printer code for the offices scheduled to receive the mainframe data downloads. Offices with these mail codes will receive data except as noted in the second bullet.

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#### 4 Data Conversion (Continued)

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##### B

##### Data Download (Continued)

**It is very important to note the following options.**

- If data is only to be located in headquarters offices, then only headquarters offices should have mail codes and offices not supposed to receive data must not have a mail code. 9G transactions in ADPS will change mail codes.
  - If data is only to be located in headquarters offices, but other County Offices have mail codes so they may receive their own Report Code 540, the State Office must tell Kathleen Miller how many offices and their mail codes should have their data directed to the headquarters county mail code and System 36. KCMO shall redirect data from the satellite offices with mail codes to the headquarters office mail code.
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##### C

##### MRS Data Conversion

All open WLS items will be converted. It is suggested that a list of all WLS items be printed through either MRS reports or "rpts" right before conversion. WLS codes will be converted as detailed in Notice FC-191 and also listed in Exhibit 4 of the MAC Training Book.

**Note:** If a WLS item is not to be converted, complete or cancel it in MRS.

All loan applications for 2 full FY's will be converted regardless of their final disposition. Applications for subordination for 2 full FY's will be converted; however, they will not be tracked in MAC at this time. Subordinations will be part of the Security Servicing Section in MAC, a future enhancement.

No loan information will be converted. Loan information will be downloaded from PLAS. If there are any problem cases that were noted in the recent "Inventory of Debt Instruments" or on Report Code 540, send them into the Finance Office and get them corrected. Some accounts cannot be corrected, such as cases involving FmHA Instruction 1951-T.

No payment information will be converted and there is no need to enter payments into MAC, because MAC will download the payments after they are updated in PLAS.

**Note:** Payments entered on another System 36 will download from the mainframe computer in 24 to 48 hours after PLAS has been updated to the appropriate servicing office based on the mail code.

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#### 4 Data Conversion (Continued)

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##### D

##### AGCREDIT Data Conversion

All AG90 activities in the current AGCREDIT will be converted; however, supporting activities and data collection screens will not. A full borrower history can be printed on the borrower and placed in the case file, if wanting to keep a record of the supporting activities and data collection screens.

AG87 data will not be converted from the 3B2 computer to the A36 computer. The TRAN099 activity code was developed in MAC as a start code so that the County Office can identify and track AG87 borrowers on the A36 computer. It is possible to enter every AGCREDIT servicing action on the borrower; however, it will not be required. A borrower history report from AG87 must be run and placed in the borrower's case file.

"Binfo" will not convert because borrower information will be prefilled into MAC from the Name and Address File on the System 36. There will be no more cleanup or monthly downloads to diskettes. No letters are included in the MAC system.

Some of the AGCREDIT activity options were made obsolete, such as appeals and negotiation of appraisals, because those activities are tracked in MAC's Appeal Section.

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#### 5 Implementation

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##### A

##### MAC Implementation

The MAC system software will be in the field on or about November 23, 1999. County Offices shall implement the system after the MRS and AGCREDIT data on the 3B2 computer has been converted.

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##### B

##### Post- Implementation

After MAC is implemented, the Input System will become part of MAC's Administrative Menu. **It is important to note that** if attempting to access an applicant or borrower in MAC without having the customer in the Name and Address File and/or entering the required information from the Input System, an error message will be displayed and access will be denied. The required information must be entered to proceed.

All active financing statements and mortgages or deeds of trust must be entered into MAC, including continuations, amendments, and partial releases. Refer to Part 4 of the MAC Training Book for entering routine servicing information.

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**Data Conversion**

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The following States must send their diskettes/tape to KCMO at the address specified in subparagraph 4 A by November 19, 1999. The electronic return of data to System 36's is scheduled for November 26, 1999.

Alabama	Alaska	Arizona	Arkansas	California
Colorado	Delaware	Maryland	Florida	Georgia
Hawaii	Idaho	Illinois	Indiana	Iowa
Kansas	Kentucky	Maine	Massachusetts	Missouri
Nebraska	Rhode Island	Connecticut	Nevada	Virgin Islands

The following States must send their diskettes/tape to KCMO to the address specified in subparagraph 4 A on or before November 26, 1999. The electronic return of data to System 36's is scheduled for December 3, 1999.

Mississippi	Montana	Michigan	Louisiana	New Jersey
New Mexico	New York	North Carolina	North Dakota	Ohio
Oklahoma	Oregon	Pennsylvania	South Carolina	Minnesota
Puerto Rico	New Hampshire	Virginia	South Dakota	Tennessee
Texas	Utah	Vermont	Washington	West Virginia
Wisconsin	Wyoming			

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